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14 JUL 1964

MEMORANDUM FOR: Chief, Records Center

[REDACTED]

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THROUGH : Chief, Records Administration Staff

SUBJECT : Transfer of Non-sensitive Documents -
Federal Records Center

1. This is in response to your request to evaluate the security considerations involved in a proposed transfer of some materials now located at the Records Center, [REDACTED] to the Federal Records Center, Alexandria, Virginia. The materials proposed to be moved consist of a volume of 7,200 cubic feet. This material is considered to be non-sensitive and is presently in a "dead storage" category. It is comprised of (a) 700 cubic feet of unclassified material, which are captured World War II Japanese documents, (b) 1,500 cubic feet of OCR material classified SECRET, which is a USIB reference collection of documents generated by other agencies, and (c) 5,000 cubic feet of National Intelligence Surveys classified up through SECRET and which are five or more years old. This office has been advised that the originators of categories (b) and (c) are aware of the proposed transfer and interpose no objections.

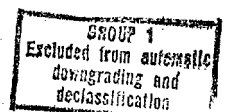
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2. A visit was made to the Federal Records Center by a representative of this Division, accompanied by [REDACTED] and [REDACTED] Records Center, and [REDACTED] of the Records Administration Staff. The Federal Records Center is located on the water front in Alexandria in a building formerly occupied by the Naval Torpedo Factory. It is known as Building #1 and is bounded on the north by Cameron Street, on the west by Lee Street, an alley on the south, and on the east by Union Street. It is a four story, factory-type building constructed in World War I and is surrounded by a twenty-two foot high chain link fence.

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3. Mr. Charles E. McCusker, Assistant Chief, Records Branch, escorted the group to the fourth floor of the building. He advised that the first three floors are devoted to non-classified and non-sensitive archives of various Government agencies. He stated that

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6. Taking into consideration the non-sensitivity of the material mentioned in Paragraph 1 (captured World War II material), and the fact that other Government agencies originate category (b), and the further fact that other Government agencies have custody of both category (b) and (c) and are presumably storing obsolete material of an identical nature in the Federal Records Center at the present time, it is felt that it would be entirely consistent to transfer the subject material now stored at the [redacted] [redacted] Records Center, to the Federal Records Center. The security measures now in effect are believed adequate, and since there is no exclusive Agency information involved, no further security protection is recommended.

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Chief, Physical Security Division. OS

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